

## **Open Marketing Procedures for Permanently Affordable Homes**

City of Boulder, Division of Housing

In order to ensure fair public access to permanently affordable homeownership opportunities, the Division of Housing has developed required marketing procedures. When you are ready to market your Permanently Affordable home, these are the steps to follow:

1. You or your Realtor® should contact the Division of Housing at least 60 days before you expect to close on the sale of your home. We will ask for more information about the sale of your home and will then provide you with the maximum resale price of your home. We will market your home on our website.
2. You must market your home for a minimum of 30 days to all potential buyers (Open Market Period). The Open Market Period cannot begin until five days after we have received written notice of your intent to sell, along with the "City Website Marketing Information" form. You must also agree to provide interested buyers with at least 30 days between the end of the marketing period and the date of closing unless both of you agree to a quicker closing.
3. You may not commit to sell to any buyer during the Open Market Period.
4. During the Open Market Period you must advertise at least twice in a local daily general publication OR list your home on the MLS. The Division of Housing will also post your home on our website and may notify specific groups of income-certified buyers by email. The marketing period cannot begin until your ads are scheduled and we have posted your home on our website.
5. You or your Realtor® must make arrangements to show your home by appointment to all interested buyers *and/or* schedule at least two open houses. If you choose not to show by appointment, you must select at least two dates for open houses with at least one within the first two weeks of the end of the marketing period. At least one open house must be during evening hours. Please keep a list of all buyers who see your home.
6. Interested buyers who have received preliminary certification letters from the Division of Housing and have seen your home should submit a Selection Process Entry Form to the city during the Open Market Period. Any buyers who have not applied to the city for certification need to do so at least two weeks before the end of the marketing period.
7. At the end of the open marketing period the city will coordinate a fair selection process from among those who have submitted a Selection Process Entry Form
9. The Division of Housing will provide you with the selection process results. You must give the buyers selected a chance to sign a contract in the order selected. The first person will have 24 hours to sign a contract. If this person fails to do so, you may offer the unit to the second person on the selection list and so on. You may take any number of backup offers if you so decide.
10. Once you have completed a contract with a buyer, forward a copy to the Division of Housing. At that time we will provide the buyer with a final certification of eligibility to purchase your home.

11. In accordance with the provisions of the Equal Opportunities Act and the City of Boulder's Human Rights Ordinance, you can not discriminate against a potential buyer based on their age, sex, race, creed, color, marital status, religion, national origin, ancestry, handicap, sexual orientation or familial status.

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